

**Statewide Interoperability Executive Committee (SIEC)  
Regular Public Meeting**

**Wednesday, June 10, 2009 - 10:00 AM – 12:00 PM**

**Meeting Minutes**

***DRAFT dated June 12, 2009 – Not Yet Approved by the SIEC***

**SIEC Members Present**

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County Public Works

**SIEC Members Absent**

- Scott Tillman, Supervising Telecom Engineer, AZ Department of Public Safety

**SIEC Work Group Members Present**

- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Clifford Bailey, Senior Communications Engineer, APS
- Terry Mullins, Bureau Chief, Bureau of EMS
- Jason Hatchett, Captain/Paramedic, Guardian Medical Transport
- Paul Barbeau, Logistics Section Chief, Department of Health Services
- Bill Tait, Arizona Department of Transportation
- Joe Gibson, Rural Metro – Southwest Ambulance

**Government Information Technology Agency (GITA) & Public Safety Interoperable Communications (PSIC) Office Attendees:**

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, PSIC
- Regina Bernal, PSIC Support Specialist, PSIC
- Justin Turner, PSIC Operations Manager, PSIC
- Emilie Sundie, Project Manager, GITA

**20 interested parties and members of the public were also present.**

**Call to Order**

The meeting was called to order at 10:04 AM by Paul Wilson, Co-Chair

**Approval of Minutes**

- **January 28, 2009 Joint PSCC SIEC Public Meeting**
- **April 28, 2009 SIEC Public Meeting**

Action Item

Motion: Pete Weaver made a motion to approve the January and April minutes.

Second: Mark Venuti

No one responded to a call for discussion. The motion was unanimously carried.

## **PL Changes for Nogales Hill and Childs Mountain**

*Presenter: Paul Wilson and Mark Venuti, SIEC Co-chairs*

Discussion & Action Item

Paul Wilson provided a brief overview of the issues surrounding potential PL Changes for Nogales Hill and Childs Mountain. Since there was no one present from DPS to speak to the issue, Paul Wilson suggested the issue be referred to the workgroups to come up with a recommendation for the SIEC to approve.

Motion: Mark Venuti, Co-chair made a motion to refer the PL Changes for Nogales Hill and Childs Mountain to the operational and technical workgroups.

Second: Pete Weaver

No one responded to a call for discussion. The motion was unanimously carried.

## **AIRS Standard Operating Procedures (SOP)**

*Presenter: Jennifer Hendry, Ph.D., Interoperable Communications Technical Assistance Program*

### **- Discussion and Revisions to Draft AIRS SOP**

Information & Discussion Item

Dr. Jennifer Hendry facilitated a discussion of additions and revisions needed in the current draft of the AIRS SOP. Changes from the discussion will be incorporated into a revised DRAFT AIRS SOP and the updated draft will be posted on the Public Safety Interoperable Communications office website at: <http://www.azgita.gov/pscc/>

### **- Approval (possible) of Revised AIRS SOP**

Possible Action Item

After the discussion, it was determined that additional work needed to be conducted on the AIRS SOP prior to a motion to approve by the SIEC. Dr. Hendry will present the SOP to the Operations and Technical Workgroups for further work. The next draft SOP will be presented to the SIEC at the August meeting for further discussion and possible approval at that time.

No action was taken at this meeting.

## **Developing Template Memoranda of Understanding (MOU)**

### **- MOU Purpose & Best Practices**

### **- Plan of Action for MOU Development**

*Presenter: Emilie Sundie, Public Safety Interoperable Communications Office (PSIC), GITA*

Information and Discussion Item

Emilie Sundie stated that the PSIC Office has started development of MOU templates for use in Arizona. The PSIC team would like to review MOUs currently in effect in Arizona and reminded organizations to forward copies of their MOUs to the Office at [siec@azgita.gov](mailto:siec@azgita.gov).

The MOU templates will be developed with support and input from the SIEC workgroups. The MOU templates will follow the structure recommended by the Federal Department of Homeland Security, Office of Emergency Communications, as modified based on Arizona's unique needs. Once finalized, the MOUs will be posted on the PSIC website for use by organizations throughout the state.

### **Comments from the Public**

Mr. Mark Venuti provided a report on a communications training held at the Grand Canyon on June 9, 2009. It was a great gathering with a variety of agencies represented. Participants appreciated AIRS being presented. There were some additional opportunities identified for AIRS repeaters and possible new locations for AIRS suites. A possible problem was identified with one AIRS repeater which was reported to DPS. Mr. Venuti thanked Michael Todd, PSIC Outreach Manager, for attending the training, and appreciated GITA allowing him to travel to participate in these sessions.

Mr. Wilson requested that the next agenda include an action item regarding filling the vacancy on the SIEC.

No additional comments were received from the public.

### **Meeting Adjournment**

Motion: Mark Venuti, Co-chair, motioned to adjourn the meeting.

Second: Pete Weaver

The motion was unanimously carried.

Meeting Adjourned at 11:57 AM.

### **Next Meeting Reminder:**

August 12, 2009

10:00 AM - 12:00 PM

\*ADOT HR Development Center

1130 N 22nd Ave

Phoenix, AZ 85009

*\* Meeting location is subject to change. The meeting will be changed to the Carpenters' Apprenticeship Hall if it is available. Check <http://www.azgita.gov/pssc/> for meeting updates.*

---

*Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.*